

Creating a New Encounter Note After a Billing Correction

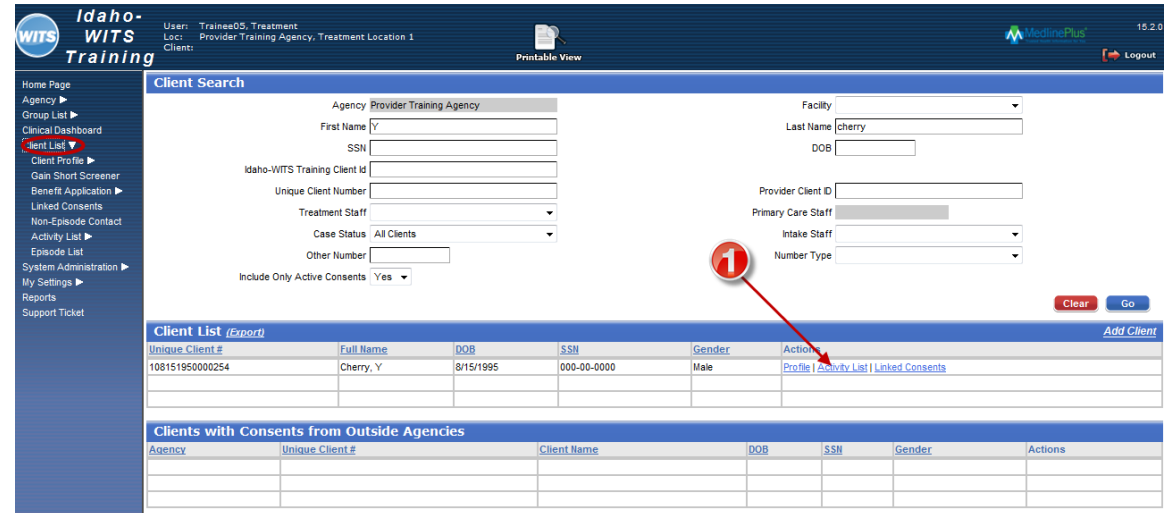
These instructions should be used:

- When a claim item has been reversed and you need to enter a new note with the correct information.
- A claim item was denied in WITS and I want to resubmit the claim for payment.

1. **Getting here:** Login, select Client List from left menu to generate the Client Search Screen, find client, select Activity List.

2. Select Encounters on the navigation pane.

NOTE: Review the incorrect or denied claim to copy the clinical note if applicable.



Idaho WITS Training

User: Trainee05, Treatment
Loc: Provider Training Agency, Treatment Location 1
Client: Cherry, Y

Printable View

Client Search

Agency: Provider Training Agency

First Name: Y

SSN:

Idaho-WITS Training Client Id:

Unique Client Number:

Treatment Staff:

Case Status: All Clients

Other Number:

Include Only Active Consents: Yes

Facility:

Last Name: cherry

DOB:

Provider Client ID:

Primary Care Staff:

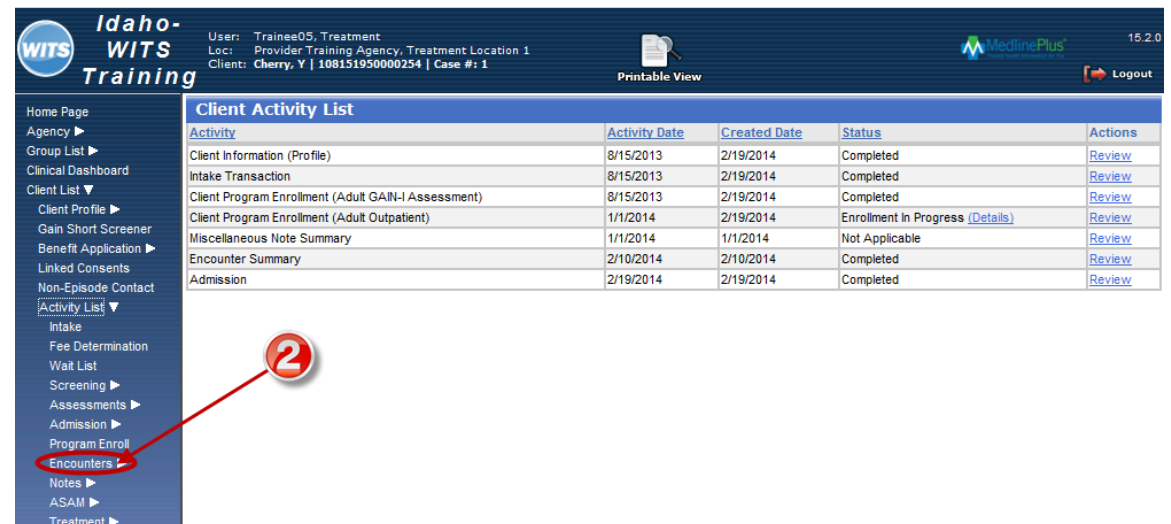
Intake Staff:

Number Type:

Clear Go

Unique Client #	Full Name	DOB	SSN	Gender	Actions
108151950000254	Cherry, Y	8/15/1995	000-00-0000	Male	Profile Activity List Linked Consents

Agency	Unique Client #	Client Name	DOB	SSN	Gender	Actions



Idaho WITS Training

User: Trainee05, Treatment
Loc: Provider Training Agency, Treatment Location 1
Client: Cherry, Y | 108151950000254 | Case #: 1

Printable View

Client Activity List

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	8/15/2013	2/19/2014	Completed	Review
Intake Transaction	8/15/2013	2/19/2014	Completed	Review
Client Program Enrollment (Adult GAIN-I Assessment)	8/15/2013	2/19/2014	Completed	Review
Client Program Enrollment (Adult Outpatient)	1/1/2014	2/19/2014	Enrollment in Progress (Details)	Review
Miscellaneous Note Summary	1/1/2014	1/1/2014	Not Applicable	Review
Encounter Summary	2/10/2014	2/10/2014	Completed	Review
Admission	2/19/2014	2/19/2014	Completed	Review

Home Page

Agency

Group List

Clinical Dashboard

Client List

Client Profile

Gain Short Screener

Benefit Application

Linked Consents

Non-Episode Contact

Activity List

Intake

Fee Determination

Wait List

Screening

Assessments

Admission

Program Enroll

Encounters

Notes

ASAM

Treatment

3. Select Add New Encounter Note.

4. Complete all required fields. Click Save and Next.

NOTE: A warning message will display: There are potentially duplicate treatment encounters for this client, procedure code, and service date. This message will not prevent you from releasing this encounter to billing.


Notes Search

Start Date End Date

Notes List

[Add New Misc. Note](#) [Add New Encounter Note](#) [Print Notes](#)

Note Type	Date	Duration	Staff	Service/Summary	Actions
Assessment	2/10/2014	60 Min	Willingham, Robert L., WA	Alcohol or Drug Assessment	Review
Shift Change Note	1/1/2014	15 Min	Willingham, Robert L., WA	Enter summary here	Review

 There are potentially duplicate treatment encounters for this client, Procedure code, and service date.

Encounter for Cherry, Y

Note Type ENC ID Created Date

Service

Parent Service

Program Name

Start Date End Date

Start Time End Time

Duration Min

Service Location Emergency

of Service Units/Sessions

Pregnant No

Diagnoses for this Service

Primary

Secondary

Tertiary

Rendering Staff

Supervising Staff

Referring Phys

Administrative Actions

[Release to Billing](#)

5. Enter the Unsigned Notes.

NOTE: Paste the complete clinical note from the incorrect or denied claim including the electronic signature, and enter the correct clinical note.

6. Click Sign Note.

7. Click Save.

8. Click Release to Billing.

9. Create a Billing Correction Note (Miscellaneous Note) using the guidance on the website.

Encounter Notes for Cherry, Y

Goal Progress

Associated Goals			
Goal #	Goal	Description	Actions

Associated Objectives			
Obj #	Objective	Description	Actions

Associated Interventions			
#	Intervention	Status	Actions

Signed Notes

Unsigned Notes

Signed by Willingham, Robert L., WA, 2/19/2014 4:50:25 PM:
Enter clinical note here.

Copy and paste the clinical note from the reversed claim item, or enter the correct clinical note.

Allow Disclosure: No

Cancel Save Finish

Add Note Sign Note

Administrative Actions

Release to Billing

Encounter Notes for Cherry, Y

Goal Progress

Associated Goals			
Goal #	Goal	Description	Actions

Associated Objectives			
Obj #	Objective	Description	Actions

Associated Interventions			
#	Intervention	Status	Actions

Signed Notes

Signed by Trainee05, Treatment, 3/13/2014 1:41:06 PM:
Signed by Willingham, Robert L., WA, 2/19/2014 4:50:25 PM:
Enter clinical note here.

Allow Disclosure: No

Cancel Save Finish

Unsigned Notes

Administrative Actions

Release to Billing